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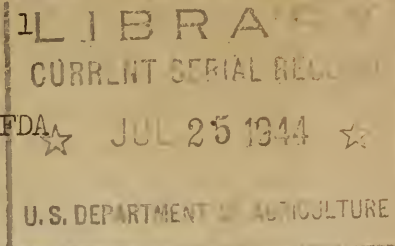


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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

March 1, 1943

GRAIN PRODUCTS BRANCH MEMORANDUM NO.



To: All Members of the Grain Products Branch, FDA  
From: E. J. Murphy, Chief, Grain Products Branch  
Subject: Organization and Functions of the Grain Products Branch

Director's Memorandum No. 2 of January 13, 1943 established the Grain Products Branch of the Food Distribution Administration. There is outlined below the plan of organization and functional statements pertaining to this Branch, and there is attached a chart showing the organization from the Washington level. At a later date we will issue a supplement to this memorandum listing personnel assignments.

OFFICE OF THE CHIEF

To direct the activities of the Grain Products Branch, including the Administration of the United States Grain Standards Act and the Federal Seed Act; to conduct seed-dockage inspection and seed-verification service; to inspect and supervise the inspection of hay, dry beans, dry peas, and rice, and to establish and disseminate standards therefor; to conduct standardization research on grains subject to the Grain Standards Act and on rice, dry beans, dry peas, and hay; to conduct research on methods of testing seed; to test seeds and miscellaneous commodities derived from grain and hay; to provide technical direction to the regions on the collection and dissemination of market news and information about grain, feed, and seed, and products obtained therefrom; to plan and execute purchase programs for lend-lease, price support, and other wartime food and feed programs; to cooperate with producers, consumers, and processors in the development of marketing agreements and improved marketing practices; to administer food distribution orders relating to bakery products, milled products, and other products assigned to the Branch; to assemble and coordinate data relating to requirements for critical materials and to handle applications for priorities for materials and equipment relating to the processing of the products handled by the Branch; to coordinate the work of the Branch concerned with fuller utilization of manpower and for overcoming manpower shortages in the industries handling the products for which the Branch is responsible; to coordinate the work of the Branch dealing with civilian requirements and allocations, nutritional requirements, conservation of foodstuffs, and related problems; to compile and correlate technical information and information relating to current operations on the products handled by the Branch and to furnish such information as desired.

## COMMODITY INSPECTION DIVISION

To supervise the inspection of grain under the United States Grain Standards Act; to inspect and supervise the inspection of hay, dry beans, dry peas, and rice; to establish and disseminate standards for these commodities; to be responsible for the correct and uniform application of such standards; to sample and arrange for the testing of miscellaneous commodities derived from grain and purchased by the Department of Agriculture and other Government agencies under Federal and other specifications; and to cooperate with producers and handlers in the application of marketing practices designed to avoid waste and the degrading of crops when presented for inspection at market centers.

### Hay Section

To advise the Division Chief on the establishment of standards for the grading of hay and straw and on the uniform application of these standards by inspectors; to train members of the Army Veterinary Corps as inspectors of hay for the purpose of inspecting hay purchased under Army contracts.

### Beans, Peas and Rice Section

To advise the Division Chief on the establishment of standards for the grading of dry beans, dry peas and rice; and to assist in the uniform application of these standards by inspectors.

## SEED DIVISION

To administer the Federal Seed Act; to conduct seed-dockage inspection and seed-verification service; to provide a seed-testing service; to conduct research designed to improve methods of testing seed.

### Enforcement Section

To cooperate with authorized State inspectors and to sample and inspect seed shipped in interstate commerce for seeding purposes; to enforce correct labeling and State noxious weed seed restrictions; to investigate alleged violations of the Federal Seed Act; to review violations, issue warnings to violators or recommend appropriate court action to the Solicitor; to prohibit the importation of sub-standard or misbranded agricultural and vegetable seed and certain screenings; to enforce staining to show adaptation of imported alfalfa and red clover seed; to supervise recleaning, destruction, relabeling or staining of seeds.

### Seed Testing Section

To determine identity of seed and by analysis of samples determine percentages of pure seed, weed seed, inert matter, noxious weed seed content, etc., and by tests determine germination of pure seed; to determine by special methods in laboratory, greenhouse, or field the variety of seeds indistinguishable by seed characteristics; to promote uniformity in methods and interpretation in seed testing throughout the United States and to develop methods of testing additional kinds of seeds as they gain agricultural importance.



## STANDARDIZATION RESEARCH AND TESTING DIVISION

To conduct standardization research on all grains subject to the Grain Standards Act and rice, dry beans, dry peas, and hay; to test miscellaneous commodities derived from grain and purchased by the Department of Agriculture and other Government agencies on the basis of Federal and other specifications; to conduct research on grain-grading apparatus and equipment designed to improve the application of Federal grades for grains, dry beans, dry peas, rice, and hay; and to recommend new or improved standards for commodities in this field.

### Standardization Research Section

To conduct standardization research on all grains under the Grain Standards Act, rice, dry beans, dry peas, hay and other commodities assigned to the Branch for standardization purposes; to conduct research on methods of grading and grading apparatus designed to improve the application of Federal standards for grain, dry beans, dry peas, rice, and hay; to conduct milling, baking and cereal research under cooperative agreement with the Bureau of Plant Industry; to conduct research on grain storage; to conduct research designed to improve the specifications and tests for assigned miscellaneous commodities; and to prepare and recommend the adoption of new and improved standards and specifications.

### Testing Section

To make analyses for moisture, ash, protein, crude fiber, fat acidity, crude fat, diastatic power, oil content, iodine number and related factors that are required in conducting the standardization and research work of the Division, and the regulatory work of the other Divisions of the Branch; and to test miscellaneous commodities derived from grain and purchased by the Department of Agriculture and other Government agencies on the basis of Federal and other specifications; to test other commodities that may be assigned to the Branch for testing from time to time.

## MARKETING SERVICES DIVISION

To assemble, analyze, and correlate information related to current operations on the products dealt in by the Branch, and to furnish such data upon request to other Government agencies, branches within FDA, and the various divisions within the Grain Products Branch for use in making program determinations in connection with anticipated civilian requirements and other related problems; to supply technical information as requested on the products handled by the Branch; to provide technical direction to regions on the collection, analysis, and dissemination of market news about grain, feed, and seed products and products processed from them, and on other matters relating to the maintenance of this service.

### Market News Section

To provide technical direction to regions on the collection, preparation, and dissemination of market news about grain, feed, seed, and other products processed from them and on other matters relating to the maintenance of this service.

### Services Section

To serve as the focal point for collecting and analyzing data relative to such matters as current market conditions of the commodities dealt in by the Branch, including the establishing, wherever necessary, of contacts and facilities for obtaining pertinent data to furnish information upon request to other government agencies, other branches in FDA, and to the various divisions within the Grain Products Branch in connection with determinations of anticipated civilian requirements and estimates of total annual disposition of commodities, and other related problems; to supply technical information as requested on the products handled by the Branch.

### DISTRIBUTION OPERATIONS DIVISION

To administer food distribution orders relating to bakery products, milled products, and other products assigned to the Branch; to supervise and coordinate the work in connection with: drafting, clearance of orders, and amendments thereto, preparing and promulgating regulations and interpretations of orders, reviewing and analyzing reports, handling correspondence, complaints, petitions, etc., from the industry, general public and others, issuing warnings, holding conferences and informal hearings, receiving petitions for and deciding appeals in the first instance, and referring alleged violations to the Compliance Branch; to supervise the gathering and coordination of data relating to requirements for critical materials and to handle applications for priorities for materials and equipment; to supervise activities relating to recommendations for allocation of food distribution facilities, compiling suggestions for orders and legislation relating to plant conversion, new processes, packaging, etc.; to coordinate the work of the division in drafting plans and programs for full utilization of manpower and for overcoming manpower shortages; to coordinate work dealing with civilian requirements and allocations, nutritional requirements, conservation of foodstuffs and related problems in civilian consumption; to supervise the execution of the protein food program and problems relating to new uses, expanded production, consumer education, allocation of supplies, and compilation of data.

### Bakery Products Section

To administer food distribution orders relating to bakery products; to consult and advise with commodity specialists and others in the compilation and analysis of data necessary for the drafting and issuance of food orders and amendments thereto; to consult and advise with the staff of the Assistant Deputy Director in charge of order administration on the formulation of an order, and to assist in obtaining clearance with offices in FDA and other Government agencies; to assist in the preparation of regulations and interpretations of orders; to prescribe the nature of reports from persons affected by an order, and to receive and analyze such reports; to receive and reply to requests, complaints, petitions, etc., from the industry, the general public, and others; to issue warnings, hold conferences, and conduct informal hearings; to receive petitions for appeals and to decide appeals in the first instance; to refer alleged violations to the Compliance Branch for analysis as required; to compile, analyze, and correlate data relating to the requirements of critical materials, and to receive and



forward requests for priorities for materials and equipment; to formulate recommendations for the allocation of food distribution facilities, and to transmit to the appropriate offices suggestions for needed orders or legislation relating to plant conversion, new processes, packages, and containers, and facilities programs; to assist in the formulation of plans and programs for full utilization of manpower and the solutions to such manpower shortages in the baking industry; to consult and advise on civilian requirements and allocations, nutritional requirements, and other problems relating to bakery products and the raw materials entering into their production; to assist in the formulation of recommendations for the conservation of foodstuffs, and to furnish other reports, information, and data relating to the foregoing functions.

#### Milled Products Section

To administer food distribution orders relating to milled products; to consult and advise with commodity specialists and others in the compilation and analysis of data necessary for the drafting and issuance of food orders and amendments thereto; to consult and advise with the staff of the Assistant Deputy Director in charge of order administration on the formulation of an order, and to assist in obtaining clearance with offices in FDA and other Government agencies; to assist in the preparation of regulations and interpretations of orders; to prescribe the nature of reports from persons affected by an order, and to receive and analyze such reports; to receive and reply to requests, complaints, petitions, etc., from the industry, the general public, and others; to issue warnings, hold conferences, and conduct informal hearings; to receive petitions for appeals and to decide appeals in the first instance; to refer alleged violations to the Compliance Branch for analysis as required; to compile, analyze, and correlate data relating to the requirements of critical materials, and to receive and forward requests for priorities for materials and equipment; to formulate recommendations for the allocation of food distribution facilities, and to transmit to the appropriate offices suggestions for needed orders or legislation relating to plant conversion, new processes, packages, and containers, and facilities programs; to assist in the formulation of plans and programs for full utilization of manpower and the solutions to such manpower shortages in the milling industry; to consult and advise on civilian requirements and allocations, nutritional requirements, and other problems relating to milling products and the raw materials entering into their production; to assist in the formulation of recommendations for the conservation of foodstuffs, and to furnish other reports, information, and data relating to the foregoing functions.

#### Soya Products Section

To administer food distribution orders relating to soya products; to consult and advise with commodity specialists and others in the compilation and analysis of data necessary for the drafting and issuance of food orders and amendments thereto; to consult and advise with the staff of the Assistant Deputy Director in charge of order administration on the formulation of an order, and to assist in obtaining clearance with offices in FDA and other Government agencies; to assist in the preparation of regulations and interpretations of orders; to prescribe the nature of reports from persons affected by an order and to receive and analyze such reports; to receive and

reply to requests, complaints, petitions, etc., from the industry, the general public, and others; to issue warnings, hold conferences, and conduct informal hearings; to receive petitions for appeals and to decide appeals in the first instance; to refer alleged violations to the Compliance Branch for investigation as required; to initiate, develop, and administer plans and projects for effectuating the soya products programs of the Department; to administer programs for the expanded production, distribution, and use of soya products in the United States, the other United Nations, and in other countries; to relate the FDA soya products programs with the nutritional, utilization, and other research programs by governmental, institutional, and other groups; to work with the food industry and other Federal Agencies in the expansion of production, processing, and distribution facilities to meet increased protein requirements; to develop retail sales programs and to work extensively with the appropriate Branches in the initiation, development, and administration of a consumer education program for encouraging consumer use of soya products; to plan procurement programs and advise on the purchase of soya and related products; to determine specifications, including packaging, for military, lend-lease, territorial, and other purchases of food concentrates; to control the release of supplies in accordance with allocations and purchase programs; to collect, organize, and analyze data relating to soya products.

#### MARKETING PROGRAMS DIVISION

To collect, organize, and analyze grain, feed and seed marketing data as a basis for planning and developing the programs of the Division; to plan purchase programs for lend-lease, price support, and other war-time food and feed requirement programs; to cooperate with producers and processors in the development of marketing agreements and improved marketing practices; to serve as liaison with Transportation and Warehousing Branch for all matters of storage and shipping commodities; to supervise all activities related to the formation and execution of contracts.

Food Grains Section  
Food Grains Section  
Rice, Dry Beans and Peas Section  
Seed Section

To collect, organize and analyze grain, feed and seed marketing data as a basis for planning and developing the programs of the Division; to plan purchase programs and advise on the purchase of grain, grain products, dry beans, peas, rice, and seed for lend-lease, price support, and other programs; to interpret requirements as they are received by the Branch from the various foreign, territorial, and domestic sources; to determine specifications, including packaging, according to which the various commodities shall be purchased; to plan programs designed to encourage increased exportation and domestic consumption of food and feed grains by developing new marketing agreements and improved marketing practices; to investigate outlets for diversion of surplus crops and their derivatives from normal channels.



Analysis and Reports Section

To assemble, analyze, and issue to the offices concerned, data reflecting the food requirements for Lend-Lease, U. S. Territories and Possessions, and the Armed Forces, applicable purchases made against such requirements; to assist in the determination of amount of reserve food and feed stocks necessary to meet the relief needs of countries occupied by United Nations' forces; to study price levels and trends in connection with purchasing programs for General Commodity purchase, price support, and price ceilings; to serve as liaison with Transportation and Warehousing Branch and the Sub-Committee on shipping for all matters of storage and shipping of commodities for which the Branch is responsible.

Contracts Section

To prepare announcements for the purchase of such commodities in the quantity and according to the specifications, including packaging, as shall be designated by the commodity sections; to receive, compile, and analyze offers received and to cooperate in the determination of awards; in cooperation with the commodity sections to prepare counter offers and to consider applications by vendors for the amendment of contracts; to perform duties relating to contracts such as dispatching wires of acceptance, allotment of contract numbers, and preparation and issuance of abstracts of acceptances; to supply pertinent information relative to announcements and contracts to the various offices of the Administration.

*E. J. Murphy*

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION ADMINISTRATION  
GRAIN PRODUCTS BRANCH

